

HBA/IBC MEETING MINUTES
Institutional Biosafety Committee (IBC)
Zoom Meeting

Meeting Minutes

March 06, 2026
1:00 pm – 3:30 pm

ATTENDANCE

Voting Members Present:

	<i>IBC Position</i>	<i>Area or Department</i>
Daniele Provenzano (Zoom)	Chair, Scientist	Bio. & Chem. - Bacterial Genet.
Julie Mustard (Zoom)	Vice-Chair, Scientist	Integrative Bio. & Chem. - Neurosci.
Megan Keniry (Zoom)	Scientist	Integrative Bio. & Chem. – Mamm. Cell Bio.
HyeongJun Kim (Zoom)	Scientist	Phys. and Astron. Bacterial Chr. dynamics/biophys./biochem.
Robin Choudhury (Zoom)	Scientist	Bio. & Chem. - SEEMS
Subramanian	Scientist	Medicine & Oncology
Dhandayuthapani (Zoom)		
Laura Decanini (Zoom)	Community Representative	Not Affiliated
Javier Garcia (Zoom)	BSO, Ex-Officio	Environmental Health, Safety & Risk Management

Voting Members Absent:

(Without Representation)

	<i>IBC Position</i>	<i>Area or Department</i>
David Laughlin	Community Representative	Not Affiliated
Lynne Depeault	Community Representative	Not Affiliated
Dae Joon Kim	Scientist	Medicine & Oncology

Ex-Officio Non-Voting Members Present:

	<i>IBC Position</i>	<i>Area or Department</i>
Amy Mutore (Zoom)	Ex-Officio, Professional Support	Office of Research Compliance
Monica Barrera (Zoom)	Ex-Officio, Professional Support	Office of Research Compliance
Eric Allen (Zoom)	Ex-Officio, Admin Rep	Office of Research Compliance
Cordelia Rasa (Zoom)	Ex-Officio, LAR & BSL3 Director	Ex-Officio, LAR & BSL3 Director

Ex-Officio Non-Voting Members Absent:

	<i>IBC Position</i>	<i>Area or Department</i>
Matthew Moncus	Ex-Officio, EHSRM Director	Ex-Officio, EHSRM Director

Total Voting Members Present: 8

Guests:

	<i>Capacity</i>
None	

QUORUM

The quorum requirement for the IBC meeting is 6 voting members present and must consist of at least 5 members from UTRGV faculty and 1 unaffiliated member. Upon quorum being assembled, the meeting was called to order by the Chair at 1:11 pm. Including the Chair, 8 voting members were in attendance at the beginning of the meeting. Dr. Subramanian Dhandayuthapani was off from 2:14 – 2:33pm due to technical issues. Quorum was maintained throughout the entire meeting.

A. WELCOME

The Chair welcomed the Committee.

B. STATEMENT OF CONFIDENTIALITY

The Chair reminded the Committee to hold in confidence the information revealed and/or discussed during the meeting and not disclose the information to any third parties including investigators and research personnel.

C. CONFLICTS OF INTEREST:

The Chair reminded the Committee of their responsibility to declare any conflicts of interest prior to the discussion of any study included as an agenda item. Members were reminded that conflicts of interest include financial (e.g., Member or Member’s family hold a financial interest in the research sponsor) and non-financial (e.g. Member is part of a study research team). The Members were polled for any conflicts of interest with the projects being reviewed.

No conflicts were reported.

D. REVIEW AND APPROVAL OF PREVIOUS IBC MEETING MINUTES

1. Review of meeting minutes dated **February 6, 2026.**

- a. A motion was made by Dr. Julie Mustard and seconded by Dr. Megan Keniry to approve the minutes with corrections.
- b. All were in favor of approval.
- c. Total Voting = 9 Vote: For = 9, Against = 0, Abstained = 0, Recused = 0.

E. ANNUAL REVIEWS

1. IBC-23-43 (2020-003-HBA & 2016-003-IBC)

Project Title: *Investigating the Roles and Regulation of FOXO Transcription Factors in GBM and basal breast cancer*

Sponsor: NIGMS

Biosafety Level: BSL-2

Principal Investigator: Megan Keniry

Type of Submission: Annual Review

Committee Action: Approved

Total Voting = 8 Vote: For = 7, Against = 0, Abstained = 0, Recused = 1.

Dr. Megan Keniry recused herself and was placed in a waiting room during voting for this protocol.

Incidents:

None.

NIH Guidelines Sections:

1. II-A-3, Appendix C-1 - Use of animal cells/cell lines or tissues (e.g., tissue culture research)
2. II-A-3 - Use of human cells/cell lines or tissues (e.g., human blood, 293 cell lines, CSF)
3. III-D-3, III-E-1 - Use of virus or viruses (experiments involving Influenza viruses fall under III-D-7)
4. III-E, III-F - Expression of recombinant or synthetic nucleic acid molecules in cultured cells

Discussion:

The committee determined there were no significant changes made to the protocol. The Committee reviewed and verified that the protocol specifies all approved laboratory spaces authorized for the proposed activities. All procedures outlined in the protocol were determined to be consistent with established standard laboratory practices and compliant with institutional requirements for work in these designated spaces. PI CVs have been evaluated to verify and certify subject matter expertise.

Motion:

A motion was entered by Dr. Julie Mustard and seconded by Dr. HyeongJun Kim to grant approval of IBC-23-43 (2020-003-HBA & 2016-003-IBC) pending that the training records are up to date. The motion carried unanimously.

F. NEW IBC PROTOCOLS

1. IBC-25-24

Project Title: *Unraveling the Role of O-GlcNAcylation in Melanoma Progression and Drug Resistance*

Sponsor: RGV-CHDRC

Biosafety Level: BSL-2

Principal Investigator (PI): Genaro Ramirez-Correa

Type of Submission: New Protocol

Committee Action: 30-day Approval; Revisions needed to secure approval past 30 days

Total Voting = 7 Vote: For = 7, Against = 0, Abstained = 0, Recused = 0.

Dr. Subramanian Dhandayuthapani was not present during voting due to technical issues.

Summary:

The goal of the project is to investigate the cause for the development of resistance to new therapies for treatment of melanoma cancers.

NIH Guidelines Sections:

1. II-A-3, Appendix C-1 - Use of animal cells/cell lines or tissues (e.g., tissue culture research)
2. II-A-3 - Use of human cells/cell lines or tissues (e.g., human blood, 293 cell lines, CSF)
3. III-D-3, III-E-1 - Use of virus or viruses (experiments involving Influenza viruses fall under III-D-7)
4. III-E, III-F - Cloning and vector construction in bacteria and yeasts
5. III-F - Use of recombinant or synthetic nucleic acid molecules for detection (e.g., probes)
6. III-E, III-F - Expression of recombinant or synthetic nucleic acid molecules in cultured cells
7. III-D-4 - Administration of recombinant or synthetic nucleic acid molecules into animals (e.g., transformed cells, vectors)
8. III-E-3 - Experiments involving transgenic/knockout animals requiring ABSL-1 containment

Discussion:

The Committee discussed the protocol in detail and determined that the PI would need to make multiple minor revisions to secure approval after 30 days. The Committee reviewed and verified that the protocol specifies all approved laboratory spaces authorized for the proposed activities. All procedures outlined in the protocol were determined to be consistent with established standard laboratory practices and compliant with institutional requirements for work in these designated spaces. PI CVs have been evaluated to verify and certify subject matter expertise.

The following changes are requested from PI:

1. Change all references to decontamination of lentivirus-contaminated surfaces from 70% Ethanol to 10% bleach
2. State at what experimental steps PPEs mentioned such as eye protection or masks will be used
3. Describe the safety precautions taken during mouse injections address specifically restraint and needlestick prevention techniques (in the Animal Subjects tab 1A)

Risks Identified:

The committee determined the risk to be low, PI will be working with mammalian cell lines and lentiviral vectors within a BSL-2 cabinet.

Motion:

A motion was entered by Dr. Megan Keniry and seconded by Dr. Julie Mustard to grant 30-day approval of IBC-25-24 pending the changes and information requested are satisfactorily addressed by the PI and that the training records are up to date to secure approval past the 30-day period. The motion carried unanimously.

G. ADMINISTRATIVE BUSINESS

1. tick@lab Questions by Members

- a. Dr. HyeongJun Kim asked for clarification on finding the name of listed PIs and Co-Is on the tick@lab protocol
 - i. Dr. Julie Mustard added that it would be helpful to have the locations of the lab personnel in the personnel tab as well so it can be quickly found. She also asked if the emergency contact information table on protocols should also ask for the PIs office number. Ms. Cordelia Rasa asked if IBC members would like that information to be included and all agreed and noted that Mr. Eric Allen could make the addition to tick@lab.
- b. Dr. HyeongJun Kim mentioned it is difficult to search for names and specific words on the PDF files generated from tick@lab, even using Ctrl-F.
 - i. Dr. Daniele Provenzano mentioned a free program called PDF Gear that can be used to convert the PDF words into characters that can be searched.
 - ii. Ms. Cordelia Rasa mentioned that the protocol files can also be downloaded as word documents from tick@lab instead of PDF, so she suggested that could be attempted to make it easier to search for details within the protocol documents. Provided. Members agreed

2. Lab Safety Placards

- a. Dr. Daniele Provenzano provided images of the lab safety placards that were used back when the university was known as the University of Texas – Brownsville, which contained all the emergency information and contact information for the labs.
 - i. He mentioned the committee could work with EHSRM and create a similar document for the labs.
 - ii. Dr. Megan Keniry mentioned using a template available on the NIH site, and she also agreed creating something similar to the placards would be a great idea.
 - iii. Mr. Javier Garcia mentioned that he can definitely work on creating something similar to the placards. He will be discussing it with Mr. Matthew Moncus to create a similar document and then will send it out to the committee for revisions/suggestions.
 1. Ms. Cordelia Rasa mentioned sharing the placards with the print shop to see if they can make the placards into an editable document.

2. Mr. Daniele Provenzano mentioned re-scanning the placards to scan with PDF Gear and make the test editable.

3. Lab-specific Trainings Document

- a. Dr. Daniele Provenzano brought up the lab-specific trainings document and asked the committee if they had any comments to add along with the suggestions mentioned at the last meeting.
 - i. Mr. Eric Allen mentioned he incorporated the edits suggested at the last meeting to this revised document.
 - ii. Mr. Eric Allen also mentioned he added an area in the lab safety document for personnel initials to certify they have received the information, but asked if it will still be needed if the lab safety placards are created and utilized.
- b. A motion was entered by Dr. HyeongJun Kim and seconded by Dr. Megan Keniry to approve the Lab-specific Trainings document and make it available to PIs that need it for their lab.
 - i. All were in favor of approval.
 - ii. Total Voting = 7 Vote: For = 7, Against = 0, Abstained = 0, Recused = 0.
Dr. Mustard was not present during the vote for this item

4. BSL-3 Project Closure Process

- a. Ms. Monica Barrera mentioned that for project closures, the question came up on what the closing process on tick@lab needs to be when a PI will be closing a project involving BSL-3 work.
 - i. Ms. Cordelia Rasa clarified and added that clarification is needed on what happens to the PIs samples in the lab once their project is done. She mentioned there has been the issue of PIs leaving a lab and not disposing of their samples and not clearing out the lab before leaving.
 - ii. Dr. Subramanian Dhandayuthapani noted that it is the responsibility of the BSL-3 manager clear out the BSL-3 lab and decontaminate it once the PIs work is done.
 - iii. Ms. Cordelia Rasa noted that she will routinely check protocols on tick@lab to search when projects are done.
 - iv. Mr. Eric Allen mentioned there was also the question of who to notify when a BSL-3 project is closed, noting that a notification would be given to Ms. Cordelia Rasa as well as the safety office but being unsure of who to notify when a BSL-3 project closes.
 1. Dr. Subramanian Dhandayuthapani reiterated that the BSL-3 manager is in charge of the labs and will come to know whether the PI is still working in the lab or not. He noted PIs are often in a hurry, particularly when they are leaving the institution, so they will likely not clear out and decontaminate the lab before they leave.
 - v. Dr. Daniele Provenzano mentioned that it is also not necessary to send him notifications on tick@lab when a project is closed. He mentioned that once a project is closed it is closed and there is nothing more to do with that.

- vi. Dr. Laura Decanini mentioned understanding what Ms. Cordelia Rasa is referring to on how to make sure the lab is being cleared out, noting that the preference may be that the PIs clear out the labs themselves before leaving.
 - 1. Ms. Cordelia Rasa clarified that the hope is that PIs do clear out the labs before they left, but if they don't she needed confirmation that she and her team had authority to act on things as needed and could take care of anything left behind in a lab once the PI is gone.
- vii. Dr. HyeongJun Kim asked if there is any way it can be enforced that BSL-3 labs are decontaminated and cleaned after a BSL-3 project is closed.
 - 1. Ms. Cordelia Rasa mentioned it is not a possibility and that if a PI has left, it is likely the lab has not been cleaned so her team will go in and decontaminate as well as clear the lab.
 - 2. Mr. Eric Allen mentioned the IBC does not have the level of authority of enforcing a lab is properly cleared out, it is more of a concern for the institution.
- viii. Dr. HyeongJun Kim asked if there is any checklist at the Human Resources level that PIs need to go through when they leave the institution to verify equipment is returned to or left at the institution.
 - 1. Mr. Eric Allen mentioned there currently is no such list, but he can look into whether it's possible to get one created.
 - 2. Dr. Subramanian Dhandayuthapani reiterated it is the responsibility of the BSL-3 manager to ensure a lab is cleared out.

5. Biomedical Research Awareness Day (BRAD)

- a. Ms. Cordelia Rasa informed IBC members about BRAD, and encouraged them to let their students know to attend, especially the presentations presentation by other research students.

6. American Biological Safety Association (ABSA) International 4th Biosecurity Research Symposium

- a. Ms. Monica Barrera provided a reminder on the ABSA symposium, and also provided details on updates regarding the registration fees.

H. OTHER BUSINESS

1. EHSRM Report:

- a. Mr. Javier Garcia mentioned the biosafety cabinet certifications are coming up so he is preparing for that.

2. LAR Report:

- a. Ms. Cordelia Rasa mentioned everything has been going well and there are no issues to report.

3. PAM Report:

- a. None.

I. ADJOURNMENT

The meeting was adjourned at 3:11 pm.

----APPROVAL OF MINUTES ----

These minutes were approved by the IBC on April 3, 2026.